TRANSPORTATION ADJUSTMENT FORM
END OF THE YEAR REPORT
School Year: _____

From: _____ District   District Number: _____

To: Office of District Support Services
        Kentucky Department of Education
        Attention: Karen Conway   *Reminder: The information included on this form*
        500 Mero Street   *should not include: preschool pupils, pupils transported*
        Frankfort, KY 40601   *to the Kentucky School for the Blind or for the Deaf or*
        Office: (502) 564-3846   *vocational schools.*
        Fax: (502) 564-7574

Section 1-Public Pupils transportation to another public school district

Report the aggregate attendance of pupils not already included on your district's Superintendent's Annual Attendance Report (SAAR) for which you are claiming transportation.

District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5

Section 2-Non-Public School Pupils Transported To Private and Parochial Schools

Report all pupils residing in your district that you transport to private and parochial schools. Fill in information as requested.

Name of School Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
			T1	T2	T5

Signature:_____   Date: _____

DUE JUNE 30

Resources:
KRS 157.370 (3) Allotment of Transportation Units
702 KAR 5:020 Program Cost Calculation

The Transportation Adjustment Form End of the Year Report is due on June 30. The information included on this form is the aggregate days transported of pupils (K-12 grade) from one public school district to another public school district that are not counted in your district's ADA. Do not include preschool, deaf, blind or vocational pupils.

The Transportation Codes are defined as:
T-1   A pupil transported over one (1) mile twice daily
T-2   A pupil transported less than one (1) mile twice daily
T-5   Handicapped pupils provided special transportation (must be mandated by pupil's IEP)

   KDE recommends that individual pupil transportation codes be verified at least once a semester.

   A district that shows a loss or no increase in T1s and T5s will not incur a deduction in funding.

Dos and Don'ts
1. Don't include preschool, deaf, blind or vocational pupils.
2. Do contact the Directors of Pupil Personnel for the number of days each child was in attendance.
3. Do use the appropriate T code for aggregate days transported.
4. Don't use check marks in the T codes columns.
5. Do verify that the total aggregate days transported is not greater than the number of days transported multiplied by the number of pupils.
6. Don't use the maximum number of aggregate days transported unless confirmed with the DPP.

How to determine the number of aggregate days by T codes:
1. Use the actual days of attendance for each pupil.
2. Add together days for pupils with the same T codes.

Examples: 38 days transportation provided for three pupils:

- if all three are T1 pupils and attend 38 days
  38 + 38 + 38 = 114 aggregate days transported

District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5
Castle	Rock	38	3	114		

- if one T1 pupil attends 38 days, one T1 pupil attends 37 days, and one T5 pupil attends 35 days
  38 + 37 = 75 aggregate T1 days transported   35 aggregate T5 days transported

District Where Pupil Legally Resides	District Attending	Days Transported	Number of Pupils	Aggregate Days Transported		
				T1	T2	T5
Castle	Rock	38	3	75		35

DUE JUNE 30